



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1 8 Fellowship Positions Available

The U.S. Fish and Wildlife Service (USFWS), Pacific Region 1 in partnership with the Student Conservation Association is offering eight fellowships opportunities across Hawaii, Washington, Oregon and Idaho. *Applications will be accepted from college undergraduate and graduate students only. The Directorate Resource Assistant Fellows Program (DFP) is an 11-week summer fellowship designed to provide students and opportunity to work on projects that focus on conservation, wildlife biology and related fields of study. The fellowships are an 11-week program, and the 2015 DFP will begin late **May or early/mid June**.*

*USFWS will pay the travel costs for DFP participants to travel to the duty station of their assigned project and return to home/school, and free lodging will be available at some USFWS duty stations. These fellowships may include field specific training in addition to a week of leadership training at the National Conservation Training Center in Shepherdstown, West Virginia.*

*As a DFP participant, you will have an opportunity to apply classroom theories, principles and concepts to real-world situation, network and develop relationships with USFWS program officials and staff.*

*Upon successful completion of your DFP fellowship and your degree requirements, you may be appointed into a permanent position with USFWS. You must meet the eligibility requirements and the education and/or experience qualifications for the permanent position.*

#### **DFP Program Eligibility:**

- Must be a U.S. Citizen or legal resident
- Must have a cumulative GPA of 3.0 or higher on a scale of 4.0
- Current students enrolled in or accepted for enrollment in an undergraduate or graduate degree programs at an accredited college or university recognized by the Department of Education. **In May or June 2015, your status as a student must fall into one of the following qualifying education levels:**
  1. An undergraduate student who has completed the junior year (e.g. Rising Senior or Senior) and is expecting to complete degree requirements after the summer of 2015
  2. A recently accepted and enrolled graduate student, or
  3. A graduate student who has completed at least his or her first year of graduate school.

Undergraduate and graduate students, who will complete their degree requirements prior to the summer of 2015, are ineligible for USFWS, 2015 DFP Fellowships.

**DEADLINE FOR RECEIPT FOR APPLICATIONS:** Applications will be accepted from undergraduate and graduate students beginning **March 2, 2015** through **March 16, 2015**. A complete application package, resume and unofficial transcript, and optional letters and forms must be received by **March 16, 2015**, no later than 11:59 P.M. (PST). Incomplete application packages will not receive consideration.



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### Pacific Region 1

#### REQUIRED DOCUMENTS/INFORMATION TO BE INCLUDED IN YOUR APPLICATION PACKAGE:

- A resume that includes the following information:
  - ✓ Anticipated graduation date
  - ✓ City, State and Zip Code of where you live.
  - ✓ Contact Information (e.g. mobile, home and/or work numbers)
  - ✓ Email Address
  - ✓ College and/or Universities attended (include city, state and zip code)
  - ✓ List all employment, internships and volunteer jobs you've held over the past 5 years
  - ✓ List any awards, scholarships or special recognition.
  - ✓ List any special skills relevant to the Fellowship
  - ✓ **You must indicate on your resume the number for the project associated with the fellowship for which you are applying for consideration.** This can be found in the project description section of this announcement. Please annotate it on the top left side of your resume below your name and phone number. If applicable, in the subject line of your submission email as well.
- A copy of your most recent unofficial transcript from your college/university that include your college/university name, cumulative GPA, total credits, and degree major. Also, you must submit your transcript for your undergraduate degree if you were recently accepted for enrollment in a graduate program.
- Proof of current enrollment at an accredited academic institution must be submitted. Proof may be submitted after the application deadline date but no later than **March 24, 2015**.
- Cover letters and letters of recommendations are optional.

#### INSTRUCTIONS ON HOW TO APPLY:

- All applications must be received by **March 16, 2015**. Applications submitted electronically or by fax must be received by 11:59 p.m. (**PST**) on **March 16, 2015**. If you submit your application via email, you must include the project number for the fellowship in the subject of your email.
- You must submit a separate and complete application package for each fellowship for which you wish to receive consideration.
- Applications may be submitted electronically to: **fwr1@fws.gov** or hardcopy mailed to; **Fish and Wildlife Service, Division of Human Resources , 911 NE 11<sup>th</sup> Avenue, Portland, OR 97232**; or faxed to 503-231-2373, ATTN: Directorate Resource Assistant Fellow Program.



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### **DO NOT INCLUDE ANY PRIVACY DATA ON YOUR APPLICATION FOR THE DFP PROGRAM:**

Do not include your social security number (SSN), date of birth (DOB), your street address or any other personal identification information on your resume. Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

### **SPECIAL CONDITIONS:**

- Successful candidates will be subject to completion of a favorably adjudicated Federal Background Check initiated by USFWS.
- Must be available to work a full time schedule (40 hours per week) for 11 consecutive weeks beginning late May or early/mid June 2015.

### **BENEFITS:**

- 2015 DFP participants will receive wages based on an hourly rate of \$13.50 - \$15.00.
- Successful 2015 DFP candidates may be eligible for a permanent job within the USFWS for which they meet all the qualifications and eligibility requirements.

### **ADDITIONAL DOCUMENT(S):**

- **Demographic Information on Applicants – OMB No. 3046-0046:** Please help us assess our recruitment strategies by completing all the items on the attached form **OMB No. 3046-0046** or download it at: [http://www.eeoc.gov/federal/upload/Applicant\\_Tracking\\_Form\\_2-19-2014-2.pdf](http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf). Data summarizing all applicants for a position will be used to determine if we are effectively reaching all segments of the populations, in conformance with the requirements of Federal equal opportunity law. Only summary data is reported, and only in a format that cannot be broken out by individual applicants. We treat your responses in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public.
- **DFP Application Checklist:** The attached checklist is to assist you with verifying that your application package includes all the required documents/information.

### **CONTACT INFORMATION:**

If you have questions about the application process, please contact the servicing Human Resources Office at (503) 231-6136 and reference the Directorate Fellows Program; if you have questions about the DFP Fellowships, please contact the Region 1 Workforce Recruiter, Brian Lawler at 503-736-4789 or [brian\\_lawler@fws.gov](mailto:brian_lawler@fws.gov). For a list of all USFWS 2015 DFP announcements, please visit: <http://www.fws.gov/humancapital/> or <http://www.fws.gov/workforwildlife/dfp.html>



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1 8 Fellowship Positions Available

**Project Number:** DFP15R1ECO01

**Location:** Pacific Islands Fish and Wildlife Office, Honolulu, Hawaii

**Housing** – USFWS housing is available

**Project Description:** The Fellow will develop a basic communications outline for the Pacific Islands Fish and Wildlife Office (PIFWO) in Honolulu, Hawaii. That task includes identification of target audiences, project evaluation of the efficacy of the outreach tools used, and coordinating with local NGOs, cultural groups, partners and universities. The Fellows will focus on improving PIFWO's website, establishing and maintaining a social media presence, writing short stories, and developing and posting short video clips highlighting employees and their accomplishments on the Internet and through social media. This project supports USFWS goals of improving our public outreach and engagement in order to achieve our conservation mission working on behalf of the American people.

**Desired Skills/Experience** - Fellow should have the knowledge and/or ability to communicate with a variety of people -from science professionals to farmers- from Pacific Island cultures. To complete this project, the selected fellow must have experience in planning, environmental education/outreach, web design, Adobe Creative Suites software, technical writing, creative writing, social media and marketing skills. Knowledge of Pacific Island cultures and people; knowledge of Hawaiian, Samoan, Chamorro and Carolinian languages is not required, but is a bonus for reaching a larger audience and including ethnic minorities. The fellow must also be able to use a video camera and video editing software to shoot and edit video (Program- Adobe Premier Pro)

**Minimum Education Level and Major Required:** Undergraduate – Biology, Natural Resources, Journalism, Communications, Web Design, Social Media, Marketing, or Graphic Design.

**Key Requirements:** None



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1ESO02

**Location:** Pacific Islands Fish and Wildlife Office, Honolulu, Hawaii

**Housing:** USFWS housing is available

**Project Description:** The Fellow will be responsible for developing the Hawaiian Tree Snail Database, designing data quality protocols, and spearheading outreach events with Hawaiian school groups, communities, and landowners. The Fellow will work in close coordination with the Snail Extinction Prevention Program, which is a joint partnership program of the State of Hawaii Department of Land and Natural Resources and the FWS, for the purpose of integrating captive rearing efforts and conservation management actions to prevent the extinction of Hawaiian tree snails. This project is a vital component in the Snail Extinction Prevention Program Strategic Plan, supporting recovery actions for critically endangered Oahu tree snails.

**Desired Skills/Experience** - Fellow should have the knowledge and/or ability to communicate with stakeholders, State and other Federal resource agencies, and academia, so being familiar with State and Federal conservation regulations will be helpful. To complete this project, the selected fellow must have experience in data management, or database development, and desire to work with stakeholders to perform environmental education and outreach. The fellow must also be able to hike in remote areas in sometimes physically demanding conditions and willing to conduct night surveys. The fellow should have knowledge of Native Hawaiian plants and animals.

**Minimum Education Level and Major Required:** Undergraduate – Zoology, Natural Resource Management, or related field.

**Key Requirement(s):** None



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1NWR02

**Location:** Hakalau Forest NWR, Hilo, Hawaii

**Housing:** Lodging provided at no cost to student for work days at the Refuge (typically Friday through Monday); student would need to secure alternative housing for non-work days.

**Project Description:** The Fellow will assist the Hakalau Forest National Wildlife Refuge staff in the their endangered, rare and other endemic Hawaiian plant restoration program by collecting plant propagation materials, propagating plants from these materials, maintaining plants in the greenhouses and out-planting propagated plants. These efforts will continue habitat restoration efforts for the benefit of native forest birds and vegetation. The project supports the founding purpose of Hakalau Forest NWR to protect and manage endangered species and their rainforest habitats.

**Desired Skills/Experience** - Fellow should have the knowledge and experience with propagating plants in greenhouses. Experience with endemic tropical plants, would be especially valuable. The fellow should have strong communication skills. Ability to work well with others as part of a team.

**Minimum Education Level and Major Required:** Undergraduate – Horticulture, Botany, or related field.

**Key Requirements:** None



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1NWR01

**Location:** Columbia River Fisheries Program Office, Vancouver, Washington

**Housing** – USFWS housing is unavailable

**Project Description:** The Fellow will assist in the development and implementation of the FWS Pacific (Region 1) Monarch Conservation Strategy , including a Pollinator Habitat Assessment Protocol suitable for FWS Refuges and Fish Hatcheries. This program is part of a regional and national initiative designed to address the on-going decline of monarch butterflies and their habitats. Primary duties will be to coordinate monarch, butterfly, habitat, and milkweed surveys with Refuges, Fish Hatcheries, and the Partner for Fish and Wildlife program staff. This will entail working with members of butterfly and native plant associations, and Service staff to effectively implement surveys. Fellow will assist Service personnel with conducting surveys and data entry. The position will also work with Service staff to initiate development of on-ground habitat projects, including milkweed seed collections, design of pollinator gardens, and establishing habitat restoration and enhancement criteria.

**Desired Skills/Experience** - Basic coursework in entomology is required and an interest in pollinators is preferred. Demonstrated coursework or knowledge of standard word processing and databases, such as WORD, Excel, and ACCESS is required. Knowledge of Pacific Northwest habitats

**Minimum Education Level and Major Required:** Undergraduate - Wildlife Management, Biology, Botany, Entomology, or related field.

**Key Requirements:** None



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1FAC01

**Location:** Abernathy Fish Technology Center, Longview, Washington

**Housing** – USFWS housing is unavailable

**Project Description:** The Fellow will be a vital part of the FWS Abernathy Fish Technology Center research team during summer 2015, working with the project's lead field ecologist to collect data on juvenile steelhead (*Oncorhynchus mykiss*) inhabiting Abernathy Creek. The Center is leading a multi-agency effort to determine the natural reproductive success and mean relative fitness of hatchery-origin and natural-origin steelhead in Abernathy Creek, WA, a tributary of the Columbia River and to assess the overall demographic effects of hatchery fish supplementation in the creek. The project directly supports the Service's efforts to improve its Pacific salmon hatchery management.

**Desired Skills/Experience** - The candidate needs to be familiar with spreadsheets (MS Excel or Google Docs). Experience with geographic information systems (ArcMap software), webpage development software (DreamWeaver, ColdFusion), and previous experience field sampling for steelhead and other fishes are advantageous. Interest and experience in fish biology and aquatic ecology is preferred.

**Minimum Education Level and Major Required:** Undergraduate - Biology, Ecology, Fisheries Biology, Wildlife Biology, Conservation Biology, or related field

**Key Requirements:** None





## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1ECO03

**Location:** Office of Law Enforcement, Wilsonville, Oregon

**Housing** – USFWS housing is available

**Project Description:** The Fellow will provide FWS Ecological Services and the Office of Law Enforcement with a quantitative analysis that addresses recreational impacts on nesting of endangered snowy plovers, which is an ongoing issue affecting the recovery of the snowy plover population in Oregon. This project will allow FWS programs to identify, prioritize, and target problem areas where illegal access from public and private lands occurs, and where illegal entry into restricted areas by motorized vehicle operators, pedestrians, dog walkers, horseback riders, and other recreation groups has been reported. This effort will improve the management of snowy plovers and the coordination of interagency protection measures.

**Desired Skills/Experience** - Knowledge of the Endangered Species Act, and the authority/jurisdiction of the agencies and personnel involved in plover recovery efforts. Training will be provided by ES and OLE at the start of the project. The ability to create a flexible database for use both by ES and OLE to house information on violations; the ability to create a tracking system to measure impact of future efforts after the database has been created; the ability to use other technology (surveillance equipment, apps, social media, observations, public surveys, etc.) to assess the problem and/or develop strategies.

**Minimum Education Level and Major Required:** Undergraduate – Biology or related fields.

**Key Requirements:** None



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1ESC04

**Location:** Oregon Fish and Wildlife Office, Portland, Oregon

**Housing** – USFWS housing is unavailable

**Project Description:** The fellow will lead in the development of a Pacific Lamprey Conservation Implementation Plan that introduces and summarizes the basic biology of the species, their distribution, identifying limiting factors and prioritizing actions to conserve Pacific lampreys within a local watershed or hydrologic unit within the Willamette River Basin. The Fellow will build on existing information already developed by the USFWS Lamprey Conservation Team. The plan will be collaboratively developed with local conservation entities at a watershed scale and will be used for outreach and education as well as targeted funding. Lampreys are culturally important to Native American throughout their range, and play a vital role in the ecosystem. Recent observations of substantial declines in the abundance and range of Pacific Lamprey have spurred conservation interest in the species, with increasing attention from tribes, federal and state agencies, and NGO's.

**Desired Skills/Experience** - Fellow must have knowledge of west coast fish, fish biology and general knowledge of the Pacific lamprey. In addition, the fellow needs to be well-organized, have strong writing skills, and an ability to work with people. The fellow must be able to take available scientific information and synthesize the information for the public. It is preferred that the student have coursework in fisheries, aquatic resources, environmental planning, and can demonstrate an ability to write.

**Minimum Education Level and Major Required:** Graduate Student in any biological or environmental degree program with an undergraduate degree in Biological Sciences, Fisheries Biology, or Conservation Biology, with some course work in aquatic biology.

**Key Requirements:** None



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

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### Pacific Region 1

**Project Number:** DFP15R1NWR03

**Location:** Deer Flat NWR, Nampa, Idaho

**Housing** – USFWS housing is available

**Project Description:** The Fellow will develop and deliver Spanish language outreach tools focused on the currently underserved urban Hispanic community surrounding Deer Flat NWR, located near Boise, Idaho. Outreach tools and materials developed during this program will facilitate implementation of conservation outreach strategies in the Deer Flat National Wildlife Refuge Comprehensive Conservation Plan, currently being developed for this protected area located in a rapidly urbanizing landscape with a growing Hispanic population. An important goal of the National Wildlife Refuge System is to directly engage with the American people through outdoor recreation, environmental education and interpretation.

**Desired Skills/Experience** - Specific skills needed include a very high level of proficiency in Spanish (preference for bilingual or native Spanish speaker). Fellow must also have experience working with social media and excellent writing skills in both English and Spanish. The Fellow should be able to plan, create, and execute environmental education outreach materials. The Fellow should have an understanding of Hispanic- Latino culture and a basic knowledge of natural resources and environmental issues.

**Minimum Education Level and Major Required:** Undergraduate – Communications or Environmental Education

**Key Requirements:** Candidates must be fluent in Spanish



## U.S. Fish and Wildlife Service Directorate Resource Assistant Fellows Program

### Application Checklist for USFWS 2015 DFP

<b>Application packages must be sent by March 16, 2015, to the unique point of contact in the respective Headquarters or Regional Office listed on each DFP announcement and, if applicable, in the subject line of your submission email.</b>		✓
<b>1.</b>	Does your resume include all of the information requested on the DFP announcement?	
<b>2.</b>	Have you redacted all personal privacy information (e.g. SSN, DOB and street number and name of home address, etc.) from your resume and all documents you are submitting?	
<b>3.</b>	Have you prepared a separate application package for each DFP fellowship/announcement for which you would like to be considered and noted how you should apply for each fellowship and/or DFP announcement?	
<b>4.</b>	Have you indicated the DFP Fellowship number at the top of each of your resumes/application packages if you are applying for more than one DFP Fellowship?	
<b>5.</b>	Have you included a copy of your most recent unofficial transcript from your college/university that is legible and includes your college/university name, cumulative GPA, total credits, and degree major, to each of your resumes and/or a transcript for your undergraduate degree (if applicable), or a copy of your acceptance enrollment letter.	
<b>6.</b>	Did you note that successful candidates will be required to submit proof of current enrollment at an accredited academic institution by no later than March 24, 2015?	
<b>7.</b>	Will you be available to complete the 11 consecutive weeks DFP Fellowship during the summer of 2015, which will begin late May or early/mid June?	
<b>8.</b>	Will you meet the student status eligibility for the 2015 DFP Fellowship for which you would like to be considered?	
<b>9.</b>	Did you include the Demographic Information on Applicants Form – OMB No. 3046-0046? The form can be downloaded at: <a href="http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf">http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf</a> .	